



## Montgomery County Department of Permitting Services

255 Rockville Pike

Rockville, MD 20850

240-777-6240 Fax: 240-777-6262

<http://permittingervices.montgomerycountymd.gov>



### JOURNEYMAN LICENSE PROCEDURE

An applicant for examination for a journeyman electrician license shall have been regularly and principally engaged in electrical work for a period of **not less than** four (4) years proceeding the date of his/her application.

1. Complete application in full.
2. Submit with:

A check in the amount of \$30.00 (non-refundable), which covers application processing and the exam

Letters of verification of employment on company letterhead, signed by the Master electrician of the company.

- 1) The Master for the company **must** include his/her license number and the jurisdiction where license was obtained.
  - 2) Letter(s) of verification **must** indicate specific dates of employment
  - 3) Options for photo submittals are as follows;
    - a. Mail us a front-faced professional looking photo (e.g. no sporting activities photos, no drivers licenses, no beach photos) on a 3 ½ disk (JPEG format). The disk should be saved accordingly (John Doe) with the individual's name and packaged in a protective container or adequate cushioning material.
    - b. Come into the office and a photo will be taken **OR**
    - c. E-mail us an electronic photo at [DPS@montgomerycountymd.gov](mailto:DPS@montgomerycountymd.gov)
3. The application is then forwarded to the Board of Electrical Examiners for review.
4. If the Board determines that the applicant meets the qualifications, a written notice will be forwarded to the applicant designating the time and place of the exam. The exam is based on the 2002 National Electrical Code. The exams are given the first Saturday of each month unless that Saturday falls within a holiday weekend (e.g. July 4, Labor Day).
5. If the Board determines that the applicant does not qualify for the exam, he is notified in writing. If he so desires, the applicant may arrange to appear at a subsequent meeting of the Electrical Board to give further information regarding his/her qualifications.
6. Upon passing the exam, the applicant will pay a \$94.00 license fee. The license holder will then be issued an Identification Card which he/she **must** carry anytime he/she is working within the area of Montgomery County under the jurisdiction of this office.
7. The license is renewable every two years.

#### NOTE:

Re-exam fee \$24.00

Renewal fee \$94.00

**\*Add 10% Automation Enhancement fee to all fees listed.**